



Kentucky Department of Agriculture

Value-Added Grants Program Quarterly Performance Report

Grant I.D. #:	Grantee Name:	Report for Quarter Ending (Check appropriate box) <input type="checkbox"/> 3/31/____ <input type="checkbox"/> 6/30/____ <input type="checkbox"/> 9/30/____ <input type="checkbox"/> 12/31/____ <input type="checkbox"/> Final
Contact Person:	Phone:	
Address:		

Project Status: Please provide a brief narrative explaining the current status of the project including program activities to date and future plans.

Project Results: Please describe the results, to date, of the project and give your projections for the project in the next quarter. Indicate the accomplishments of the program including the number of producers involved, documented use of the service and/or equipment, estimated producer benefit, and other relevant information such as sales figures, production numbers, and added profitability. In the case of the final report, indicate the likely future of the project upon completion of the funding cycle.

Project Budget

Personnel Expenditures	Total Budget	Quarterly Expenditures	Cumulative Expenditures
1. Salaries and Benefits			
2. Other			
3. Total Personnel			
Operating Expenditures			
4. Rent (Building)			
5. Rent (Other)			
6. Utilities			
7. Maintenance and Repairs			
8. Contracted Services			
9. Insurance			
10. Travel/Trucking			
11. Other (specify)			
12.			
13. Total Operating			
Itemized Capital Expenditures			
15.			
16.			
17.			
18.			
19. Total Capital			
Total Expenditures			

Please retain copies of supporting documentation for all expenditures. The Kentucky Department of Agriculture reserves the right to review any and all documentation of expenditures of grant funds. This report is incorporated into the grant document by reference and made a part thereof as if set forth in full therein.

Budget Narrative: Please include a description of expenditures for this reporting period, and an overview of the financial status of the project. (Attach additional page if needed.)